

BYLAWS

For The

A. H. C. C. C. S.

STATE MEDICAID ADVISORY

COMMITTEE

(SMAC)

Arizona Health Care Cost Containment System
Revised December 2005

BYLAWS

MISSION

The committee will participate in the consideration of AHCCCS policy and programs by reviewing policy, rules and administrative issues. The committee will advise the Director of AHCCCS of policy and administrative issues of concern to the committee member's constituency.

To facilitate accomplishing this mission, the committee will recommend issues to be included on the agenda to allow deliberation of major policy issues prior to their implementation, as much as practicable; receive background information and policy papers prior to meetings, if available; and, have the opportunity to discuss issues with AHCCCS Senior Management.

AUTHORITY

The committee operates in accordance with 42 CFR 431.12 and the State Medicaid plan.

DEFINITIONS

“Administration” means the Arizona Health Care Cost Containment System (AHCCCS) as defined in Arizona Revised Statutes (A.R.S.) §§ 36-2901, 36-2931, 36-2971 and 36-2981.

“Committee” means the State Medicaid Advisory Committee, as appointed by the Director.

“Director” means the Director of AHCCCS as specified in A.R.S. §§ 36-2901, 36-2931, 36-2971 and 36-2981.

COMMITTEE COMPOSITION

The committee shall include the Director or a designee, the DHS Director or a designee, and the DES Director or a designee; six health care providers or professionals with a direct interest in the AHCCCS program; and six members of the public (such a Medicaid recipient, a consumer advocate, a representative of a tribal community, or a representative of the educational community).

APPOINTMENT PROCESS AND LENGTH OF TERM

The Director or a designee, the DHS Director or a designee, and the DES Director or a designee positions are ex-officio. The remaining 12 committee members shall be appointed by the Director for two, two year terms.

The AHCCCS Director or a designee is the committee's chairperson and is responsible for setting meeting agendas. The chairperson can call special meetings. The chairperson shall preside at all meetings, and shall facilitate discussion by the members.

The committee may submit to the Director a list of nominees for expiring terms. The Director may solicit or receive nominations from other sources.

STAFF ASSISTANCE

Staff assistance from the Administration shall be available to the committee at the request of the chairperson or the full committee. The designated SMAC Manager shall provide staff assistance. The SMAC Manager can be reached by phone at (602) 417-4736 or 1-800-654-8713 ext. 4736. Independent technical assistance shall be available at the request of the full committee, if determined necessary by the Director and funds are available.

MEETINGS

Meetings shall be held quarterly on the 2nd Wednesday of February, April, July and October, or upon the call of the Director.

If a committee member is unable to attend a meeting, the member is requested to notify the SMAC Manager of their absence prior to the date of the meeting. Members are encouraged to send a representative to meetings they are unable to attend. Members are requested to notify the SMAC Manager with the name of the individual who will be attending on their behalf. The SMAC meetings are open to the public.

MEETING MATERIALS

When available, handouts for the current agenda will be mailed two weeks in advance of the meeting. Members shall bring all mailed handouts to the meeting to facilitate discussion.

If a member is unable to attend the meeting and is sending a representative, please forward the handouts to the representative to bring to the meeting.

FEDERAL FINANCIAL PARTICIPATION

Medicaid recipient members shall be reimbursed for necessary costs, such as transportation and childcare, to facilitate their attendance at committee meetings.

If determined necessary and available by the AHCCCS Director, Federal financial participation at 50 percent shall be secured for expenditures for the participation of the Medicaid recipient members and for committee activities, including independent technical assistance costs.

42 Code of Federal Regulations (CFR)

Part 431-State Administration

Subpart A-Single State Medicaid Agency

42 CFR 431.12 § 431.12 Medical care advisory committee.

(a) Basis and purpose. This section, based on section 1902(a)(4) of the Act, prescribes State plan requirements for establishment of a committee to advise the Medicaid agency about health and medical care services.

(b) State plan requirement. A State plan must provide for a medical care advisory committee meeting the requirements of this section to advise the Medicaid agency director about health and medical care services.

(c) Appointment of members. The agency director, or a higher State authority, must appoint members to the advisory committee on a rotating and continuous basis.

(d) Committee membership. The committee must include -

(1) Board-certified physicians and other representatives of the health professions who are familiar with the medical needs of low-income population groups and with the resources available and required for their care;

(2) Members of consumers' groups, including Medicaid recipients, and consumer organizations such as labor unions, cooperatives, consumer-sponsored prepaid group practice plans, and others; and

(3) The director of the public welfare department or the public health department, whichever does not head the Medicaid agency.

(e) Committee participation. The committee must have opportunity for participation in policy development and program administration, including furthering the participation of recipient members in the agency program.

(f) Committee staff assistance and financial help. The agency must provide the committee with -

(1) Staff assistance from the agency and independent technical assistance as needed to enable it to make effective recommendations; and

(2) Financial arrangements, if necessary, to make possible the participation of recipient members.

(g) Federal financial participation. FFP is available at 50 percent in expenditures for the committee's activities.